

Meeting Minutes for the Warren Housing Authority Board of Commissioners

Warren Senior Center, Andreozzi Hall, 20 Libby Lane, Warren, Rhode Island

February 22, 2016 6:30 p.m.

Meeting Called to Order:

The February 22, 2016 meeting of the Warren Housing Authority Board of Commissioners was called to order at 6:30pm at the Warren Housing Authority, 20 Libby Lane, Warren, RI 02885. The meeting was called to order by Chairman Alfano.

1. Roll call:

Roll call vote was taken:

Present: Chairman Alfano, Vice Chairman Rego, Commissioner Cotta, Commissioner Mansi and Commissioner Ryan

2. Reading and approval of the Minutes of the Previous Meeting

a. Approval of Meeting Minutes

- January 25, 2016**

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to approve January 25, 2016 minutes. Motion is unanimous

• February 11, 2016

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve February 11, 2016 minutes. Motion is unanimous.

3. Old Business:

a. Update and discussion, and action regarding addendum to Salon agreement and the Warren Housing Authority

Executive Director Gordon states this is a brief update in the Hair Salon Contract that has been on going in conjunction with legal counsel and HUD Boston.

He states certain thresholds will have to be met by the Warren Housing Authority which is being done by both his office and legal counsel which eventually will be revisited by the board in a more formal format in the future.

b. Update and discussion, and action regarding swipe keys throughout the Housing Authority Complex” Project Review to Date
Executive Director Gordon has been in contact with Dave Rettig of Stanley Security (Stanley Convergent Security Solutions, Inc. and reviewed the Warren Housing Authority files relative to a project known as Door Access System and interior Security Camera Installation at Warren Housing Authority.

He states a written proposal was received from Stanley Security on or

about October 14, 2015 for a security system representing a total installation cost of \$245,000 should this be accepted.

There is currently no indication of an award or award letter, or signed agreement being sent to this vendor or any other vendor as to this project.

Mr. Dave Rettig confirmed that his company did not receive such.

A hard copy of an RFP related to this project was located which required proposal be submitted by June 30, 2015.

Research of advertisement payments to the Providence Journal and Eastbay Newspaper do not indicate payment for an RFP advertisement during the noted time period.

He states there was no award or signed agreements.

Counsel Anguilla states his recommendation is if they are going to go forward with this project then to go out and re-bid.

Commissioner Mansi asks if there will be legal problems.

Anguilla states No., what he has seen they do not have a contract and have no right.

Commissioner Mansi makes a motion to move forward, seconded by Commissioner Ryan.

Chairman Alfano, Vice Chairman Rego and Commissioner Cotta oppose. Vote 3-2

4. Bills and Communications

c. Accept and approve January, 2016

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to

accept and approve January 2016 Bills and Communications. Motion is unanimous.

5. Report of the Secretary

d. Accept and approve Secretary Report

Executive Director Gordon states he would like to highlight the important things that Ms. Galinelli has accomplished is item number two Paychex (Payroll Vendor) will now account for accrued and used employee vacation and sick time each pay period (verifiable on each pay employee's stub). Previously this was done in-house (pen/paper in personnel files only).

The record accounting system is now accounted for so that both the employer and employee has equal accounting.

Executive Director Gordon gives a brief summary of all the activities that had been accomplished

Reviewed and Reacted to Off- Site Records Storage Agreement (Iron Mountain)

Coordination of winter storm response with Ms. Galinelli and Maintenance Staff

Received, Reviewed, submitted for consideration and eventual acceptance and execution of engagement letter and proceeding documents of inquiry as to annual audit.

Mr. Dallaire was very successful on installing very nice newspaper delivery boxes.

1. Navigant Credit Union Meeting & Documents Verification as to

on-line banking process. Transmission of related WHA Resolutions.

2. Paychex (Payroll Vendor) will now account for accrued and used employee vacation and sick time each pay period (verifiable on each pay employee's stub). Previously this was done in-house (pen/paper in personnel files only).

3. Meetings with all WHA Personnel- (Matters Pending)

4. Reviewed and made determinations as to Part-Time Employee status/conditions of employment.

5. Verified Full Time Office Staff hours of employment.

6. Issued Necessary Administrative Directives after review related to: Maintenance Hours of Employment (regular) and Office Staff hours of Employment(regular)

7. Reviewed Trainings/Costs/Progress to date matter. Negotiated Additional time for involved WHA office employees to complete and obtained vendor agreement as to credit to WHA for inappropriately predesignated training.

8. Follow-up meetings with WHA Employees as to training agreements; conditions of continued employment

9. Reviewed and Reacted to Off- Site Records Storage Agreement (Iron Mountain)

10. Coordination of winter storm response with Ms. Galinelli and Maintenance Staff

11. Drafted and Executed MOA as to "President's Day" holiday in relation to Local #1217 CBA

12. Conducted review and determination as to diesel fuel source; Discontinued private vendor in favor of Town of Warren (reduced

rate) continuation of agreement; Ref: fuel for small tractors ...

13. Continuing discussions with Accounting Firm as to accounts(condition)

14. Continued retrieval, review and organization of files to include personnel files

15. Coordination of extreme cold (plumbing failures) response with Ms. Galinelli and Maintenance Staff

16. Received, Reviewed, submitted for consideration and eventual acceptance and execution of engagement letter and proceeding documents of inquiry as to annual audit.

17. Participated in meetings exterior of the Warren Housing Authority, related to the business of the Warren Housing Authority.

18. Meetings with WHA tenants as to complaint(s)

19. Meeting with personnel pursuant to complaint(s) received

20. Meeting with personnel relative to afterhours assignments; eventual issue of Administrative Directive(s) relative to assignments; Accounting

21. Notice that all "Newspaper Delivery" boxes have been installed as of this writing.

22. Coordination of delinquent data reporting to HUD: rectified to date

Motion by Commissioner Ryan, seconded by Vice Chairman Rego to accept and approve Secretary Report. Motion is unanimous.

6. Maintenance Report

e. Accept and approve Maintenance Report

Report from Dane Coleman states in his report:

Maintenance operations from January 23, 2016 thru February 22, 2016

They had three ongoing apartment turnovers/restorations.

Reliable Pest Control performed their monthly preventive treatment of all common areas.

Quarterly inspections were performed (January 20, 2016) on smoke and heat detectors, sprinklers, strobes, horns and general fire alarms as required by R.I. and Federal Fire Codes.

Newspaper receptacles were installed at all 19 entrances throughout the village.

This was necessary as deliveries are no longer made to the interior of buildings and the papers outside are aesthetically pleasing and fit in well with the style of the Village.

They had 3 significant snow events that they handled without incident.

Valentines weekend brought extremely cold temperatures.

They responded to approximately 10 frozen pipe calls, all occurring on end units

that have pipes in exterior walls. This is not common but neither were the temps and wind chill factor. They were able to thaw the pipes in a timely manner for the residents and were very fortunate that no pipes burst.

They performed 44 Offsite Section 8 inspections.

In addition to their routine duties, they also responded to 56 Job Orders.

Motion by Commissioner Cotta, seconded by Vice President Rego to accept and approve Maintenance Report. Motion is unanimous.

Chairman Alfano states there were two things that were mentioned last meeting.

Dorothy Pratte mentioned that there is a problem with the delivery of the newspaper

Commissioner Cotta states everyone that doesn't receive their paper to keep calling.

Executive Director Gordon states Ms. Rabideau has been working on the issues with the delivery of the paper for the entire facility.

Chairman Alfano also states there was also discussion regarding the showers at the last meeting.

Now that they decided to not go through with the swipe key that will free up some money for the two other projects that they are hoping to accomplish. One being the generators the other being the showers.

7. Commissioner Comments

a. Commissioner Chairman Frank Alfano – Presentation relative to Housing Choice Voucher Program

Constance Vergowven spoke briefly regarding the Voucher Program on who they serve and how many voucher and port-in vouchers.

She states they will be getting direct deposit soon

Vice Chairman Rego asks when the residents pay their rent do they bring it to the office and can they do direct deposit.

Ms., Galinelli states they cannot, it would not be a good option for everybody. Because Social Security is no longer paid on the first of the month and SSDI is paid on the third. If you are going to do direct deposit it has to come out the first of every month.

She states their public housing pays in five days; they have a five-day grace period.

Mr. Constance Vergowven states landlords and tenants' have to sign out a lot of paperwork.

Case Managers spend 13.8 hours on one voucher.

She states the list will be opening up again on March 1st. and she is hoping they get their numbers up especially for Warren residents.

b. Commissioner Vice Chairman Louis Rego

Vice Chairman Rego states he would like to have a cake for Commissioner Mansi's Birthday.

c. Commissioner Jeanne Cotta

Commissioner Cotta states people are throwing garbage and dirty diapers in the recycling bins and is happening almost every other day.

Ms. Galinelli states they have had issues regarding trash, and kitty litter going in recycling bins.

She states they sent out notices to everyone on what goes in the recycling bins and what goes in the trash bins.

She states recently they had an issue of soiled garments going into the washer and dryers.

Notices have been placed in all buildings.

Commissioner Cotta asks about the showers.

Executive Director Gordon states there is a process for the projects one being a capital project for bathroom reconditioning/reconstruction and the other may be for the generator project.

Chairman Alfano would like this on the next agenda March 21st.

8.

Public Comment

Dorothy Pratte request better lighting in front of Building E.

Request has been referred to Executive Director Gordon

Ann Figueiredo asks about the Buddy System

Request will be looked into for better ways on making tenants more aware

Adjournment

Motion by Chairman Alfano, seconded by Vice Chairman Rego to adjourn. Motion is unanimous,

**Warren Housing Authority Board
of Commissioners Secretary,
Sandrea J. Speroni**